

**Supplier Order Management Guide**  
**July 2002**



**Medical Electronic Catalog**

# Table of Contents

<b>BACKGROUND.....</b>	<b>1</b>
<b>CONNECTING TO ECAT.....</b>	<b>2</b>
SET THE REQUIRED OPTIONS USING NETSCAPE 6.2. ....	2
SET THE REQUIRED OPTIONS USING INTERNET EXPLORER 6.0. ....	5
<b>ACCESSING ECAT .....</b>	<b>8</b>
<b>EMAIL NOTIFICATION .....</b>	<b>9</b>
<b>SUPPLIER ORDER MANAGEMENT.....</b>	<b>10</b>
SEARCHING FOR A PURCHASE ORDER .....	11
DELETING A PURCHASE ORDER.....	11
ACKNOWLEDGING AN ORDER.....	11
POSTING SHIPMENT STATUS.....	14
SUBMITTING AN INVOICE.....	15
VIEWING AN ACCEPTED INVOICE .....	17
LOGGING OFF.....	17
<b>APPENDIX A – WINS REGISTRATION.....</b>	<b>18</b>
<b>APPENDIX B – WINS PROFILE MODIFICATION .....</b>	<b>21</b>

## Background

DSCP is the inventory control point responsible for the management of troop items in the general areas of Medical materiel, Clothing and Textiles, Subsistence, and General and Industrial. The Medical Directorate has the responsibility for purchasing pharmaceuticals, medical supplies and medical equipment for U.S. soldiers, sailors, airmen, and marines - around the clock and around the world. Our primary focus is to support the warfighter in times of war, in peace, or during relief efforts in times of national emergency.

DSCP developed ECAT with the objective of establishing a "Total Catalog / Total Delivered Price" program that would allow its customers to browse, compare, select and order a wide range of commercial items over the Internet.

The Supplier Order Management Interface was created to incorporate non-EDI trading partners into ECAT. The interface allows suppliers to acknowledge orders and submit invoices securely over the Internet. No special software is required. The only requirement is an Internet connection and a Web browser. (Netscape Navigator 4.6 or better, or Internet Explorer 5.0 or better are the recommended browsers.)

Suppliers who wish to use the Supplier Order Management Interface must register their server address and obtain an ECAT login ID from DSCP. Registration with DFAS (Defense Finance and Accounting Service) WInS (Web Invoicing System) is also required in order to submit invoices through ECAT. See Appendix A for detailed instructions on registering with DFAS WInS. If you are already registered with WInS you need to modify your WInS profile before you can submit invoices through ECAT. See Appendix B for detailed instructions on modifying your WInS profile. Please contact Mr. Joe Calderaio, ECAT Project Integrator at (215) 737-5720 for assistance.

### Points of Contact

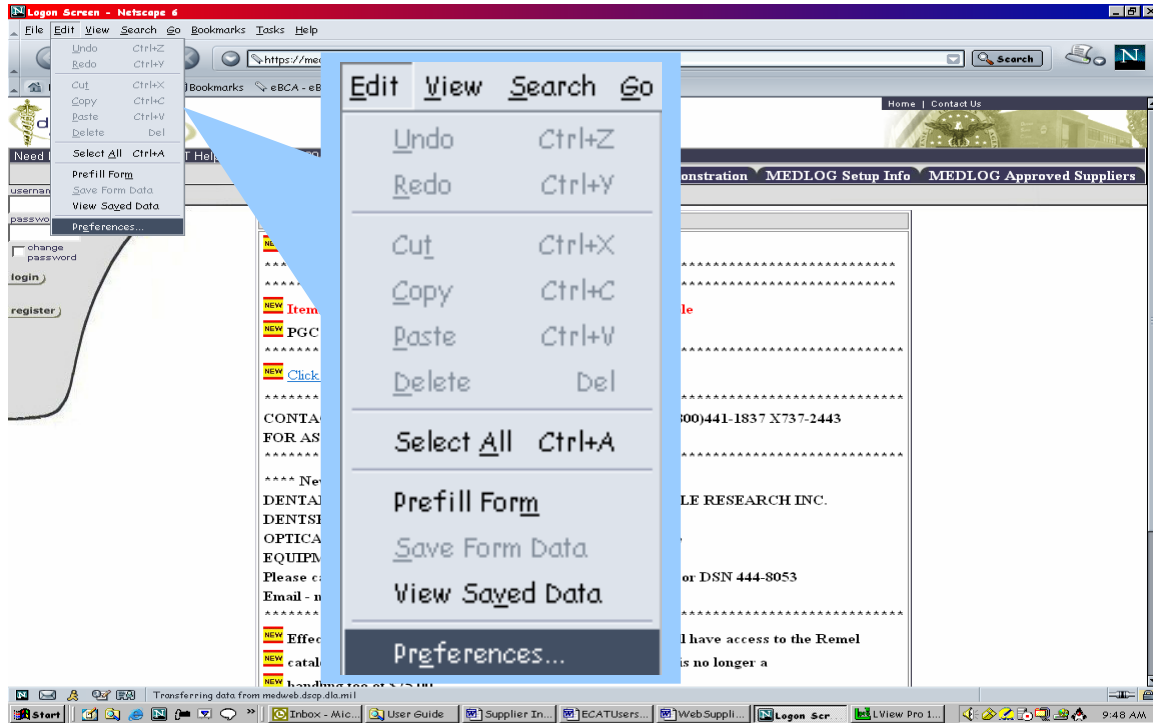
Joe Calderaio, ECAT Project Integrator	<a href="mailto:Joseph.Calderaio@dscp.dla.mil">Joseph.Calderaio@dscp.dla.mil</a>	(215) 737-5720
Paul Mullin	<a href="mailto:Paul.Mullin@dscp.dla.mil">Paul.Mullin@dscp.dla.mil</a>	(215) 737-7242
Chuck Van Mater, Amerind	<a href="mailto:Charles.VanMater@dscp.dla.mil">Charles.VanMater@dscp.dla.mil</a>	(215) 737-5587
Ron Vidovich, Amerind	<a href="mailto:Ronald.Vidovich@dscp.dla.mil">Ronald.Vidovich@dscp.dla.mil</a>	(215) 737-8438

# Connecting to ECAT

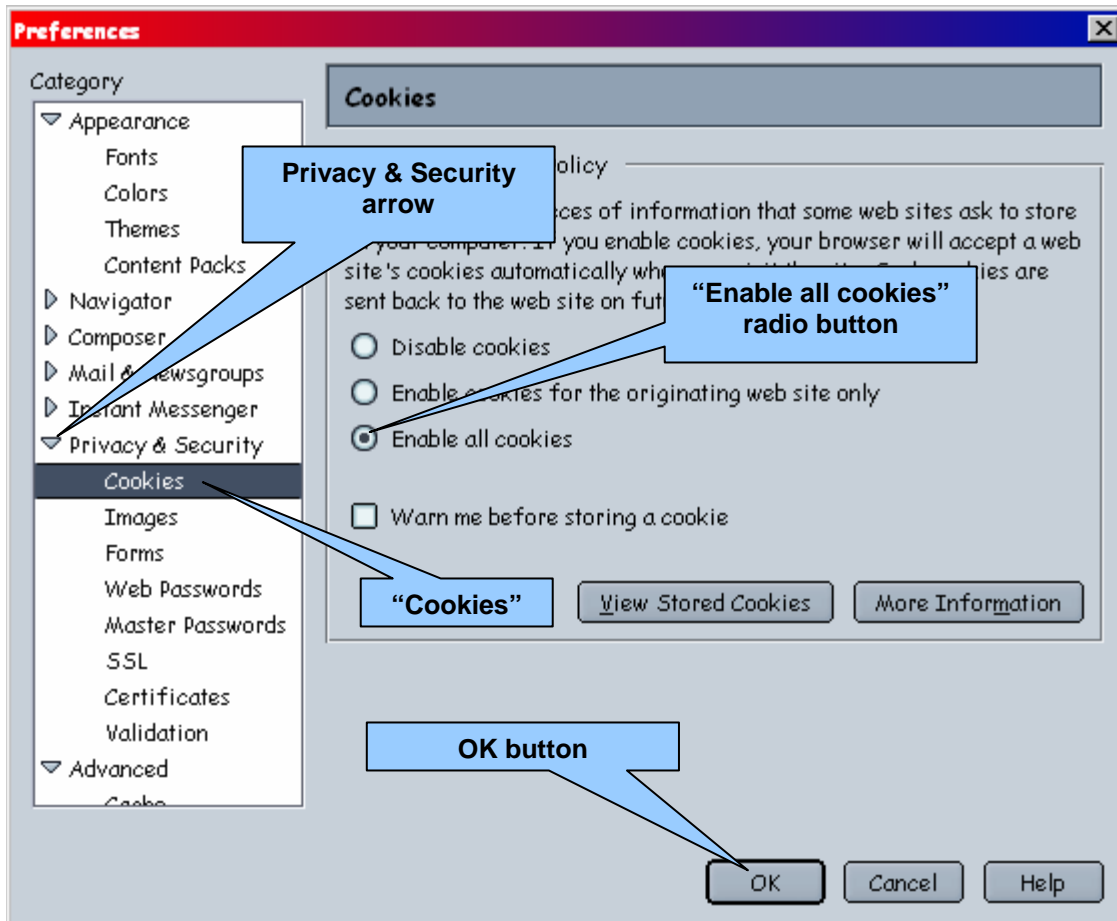
The cache option of your browser must be set to verify the latest version of documents “every time”. If this option is not set ECAT will not function properly. Also, your browser must be set to “accept cookies”.

## Set the required options using Netscape 6.2.

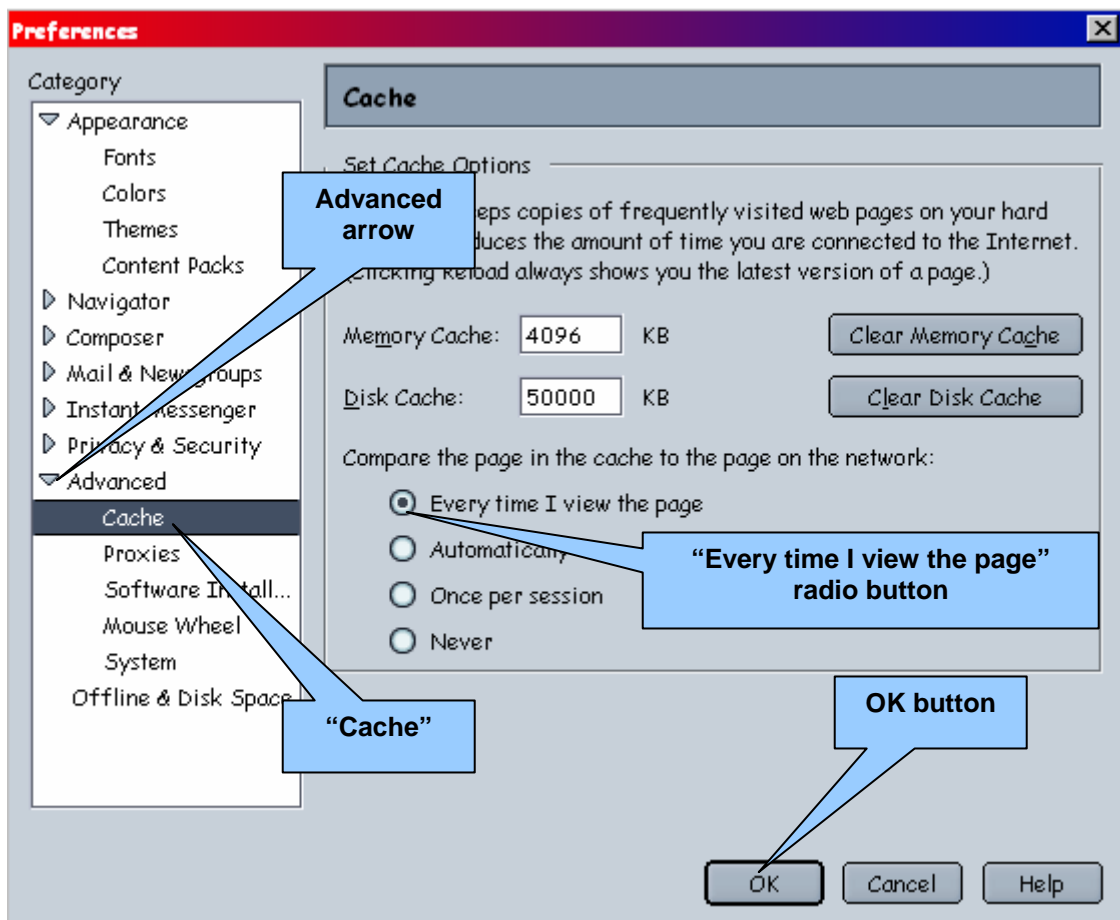
1. Click on the **Edit - Preferences** menu



- Click on the arrow preceding the **Privacy & Security** category. Click on **"Cookies"**. Click on the **"Enable all cookies"** radio button. Click on the **OK** button.

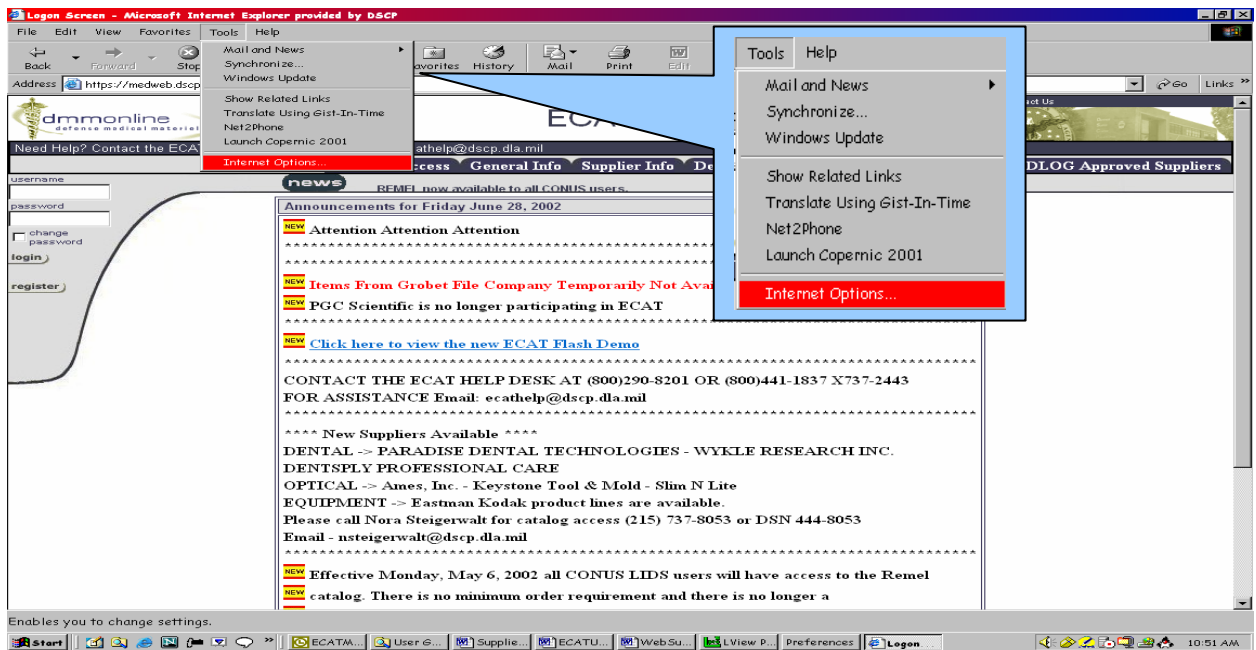


3. Repeat step 1. Click on the arrow preceding the **Advanced** category. Click on **"Cache"**. Click on the **"Every time I view the page"** radio button. Click on the **OK** button.

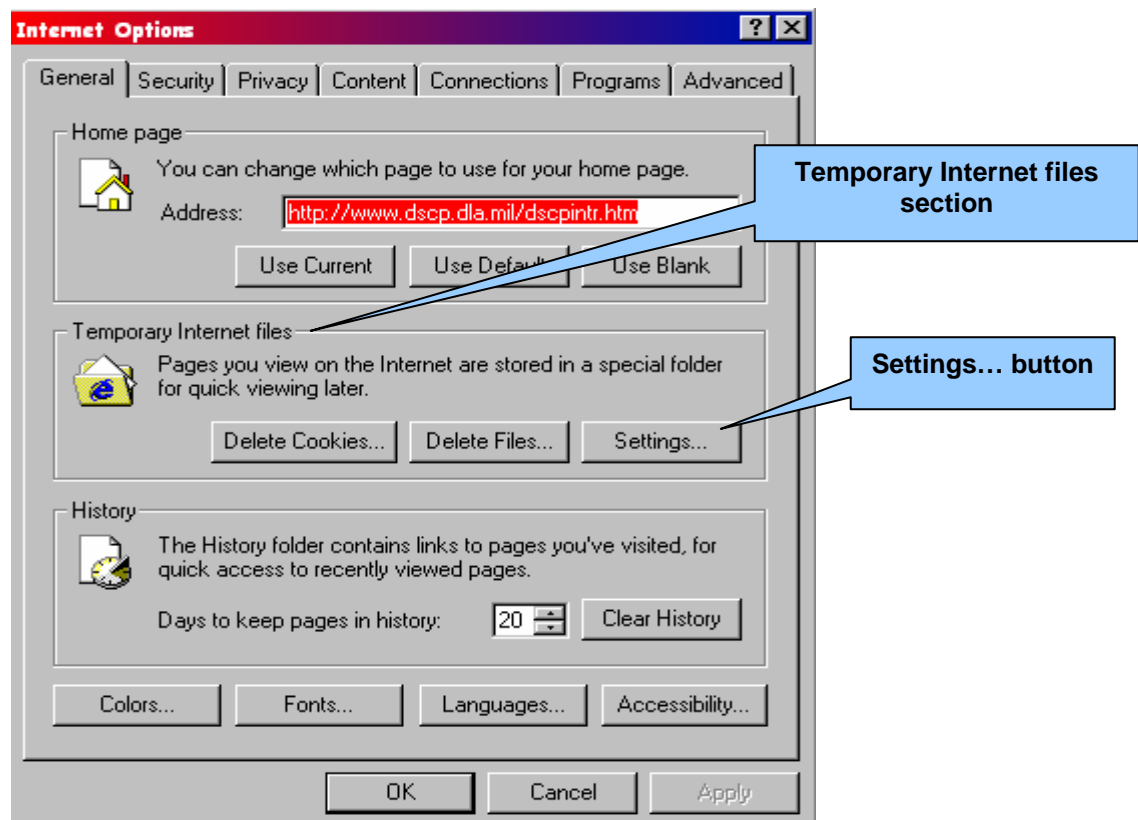


## Set the required options using Internet Explorer 6.0.

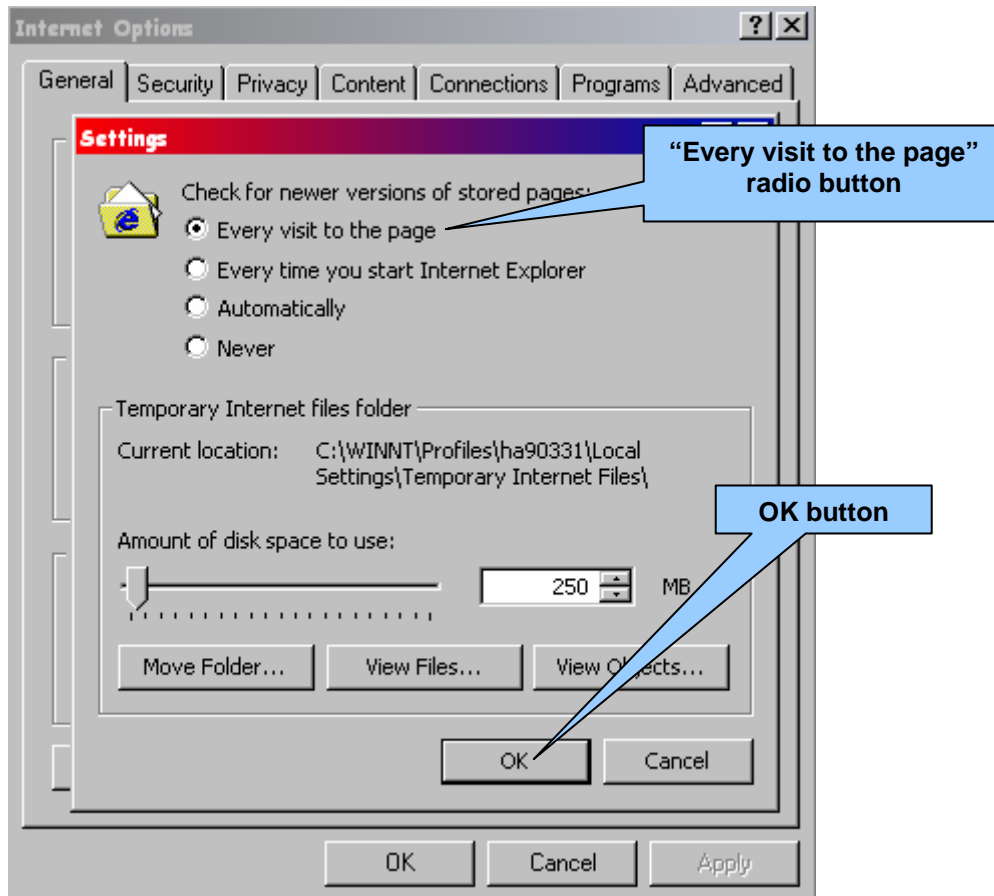
1. Click on the **Tools-Internet Options** menu.



2. Click on the **Settings...** button in the **Temporary Internet Files** section.

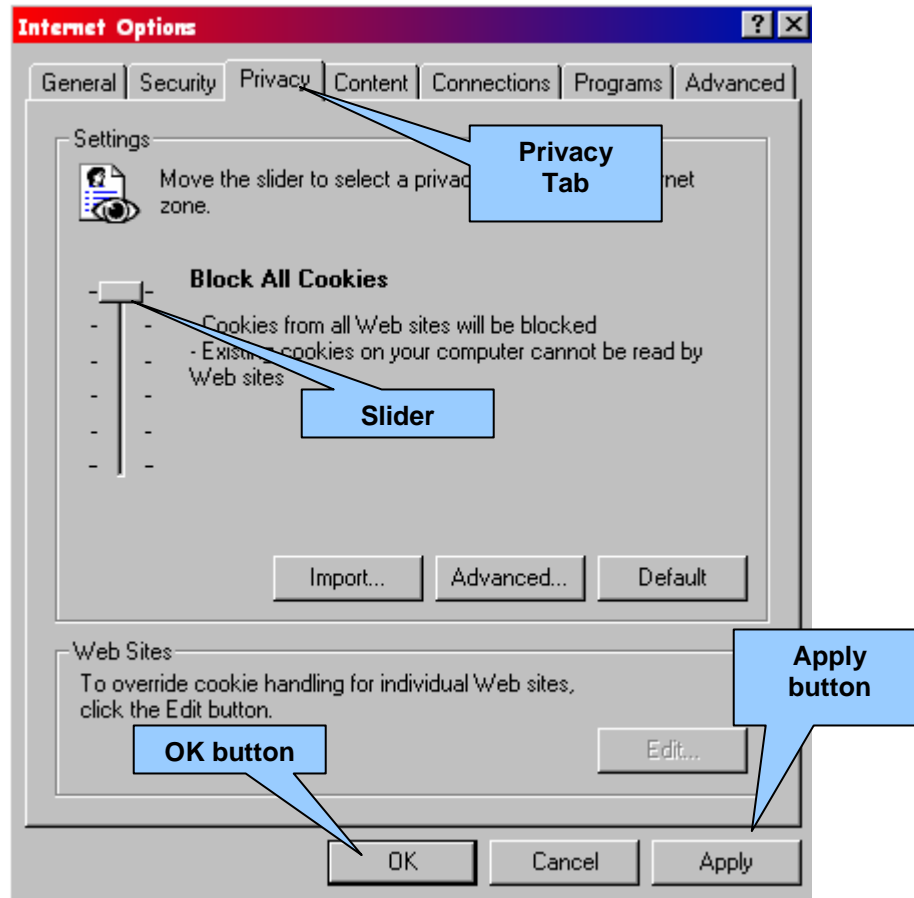


- Click on the ***“Every visit to the page”*** radio button. Click on the **OK** button.





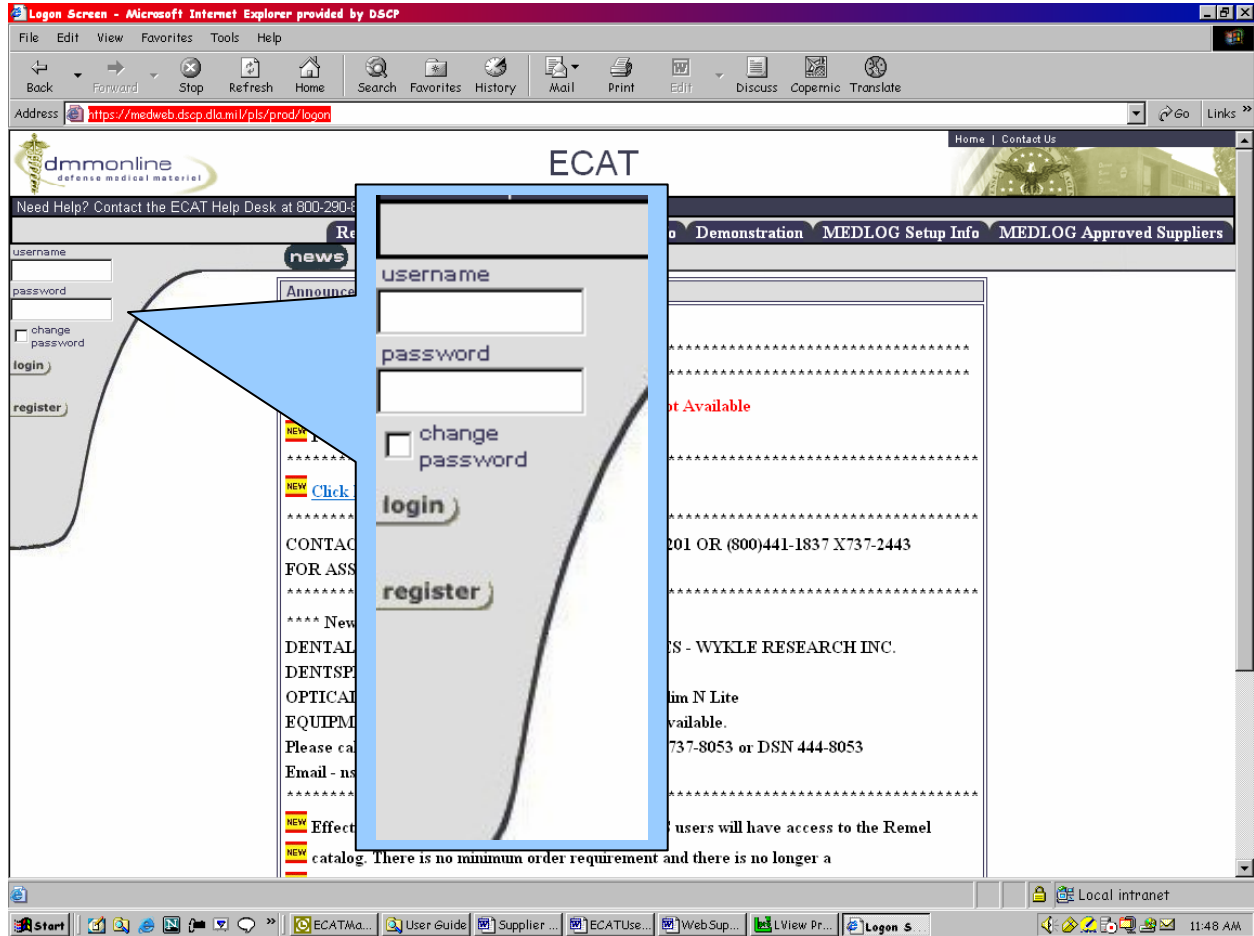
- Click on the **Privacy** tab on the Internet Options dialog box. Make sure that **“Block All Cookies”** is not selected. If it is, move the slider down to another setting. Click on the **Apply** button to save the change. Click on the **OK** button to exit the **Internet Options** dialog box.



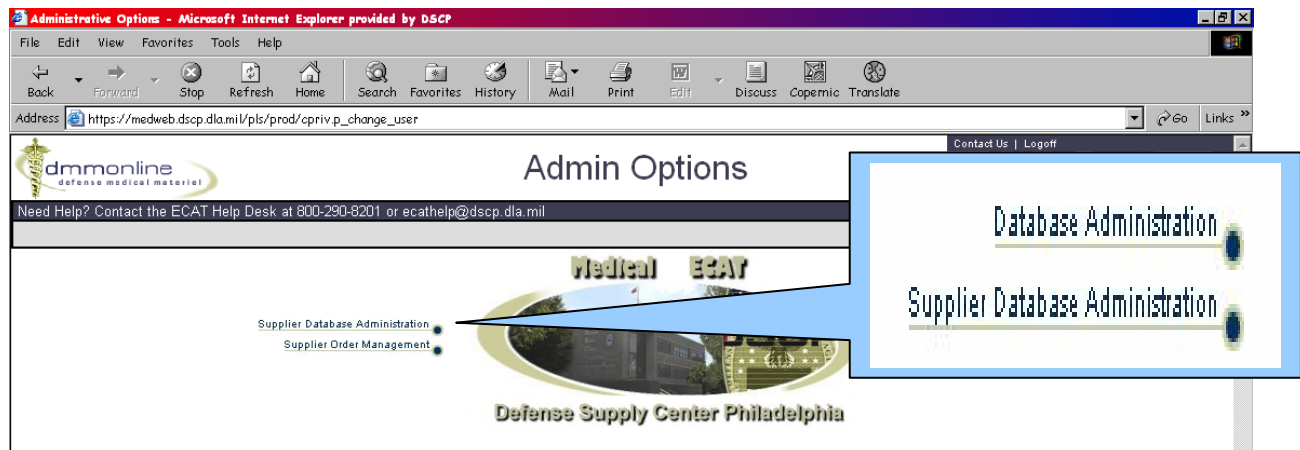
# Accessing ECAT

To access ECAT start your web browser and enter the URL:

<https://medweb.dscpl.dla.mil/pls/prod/logon> The ECAT main page is displayed.

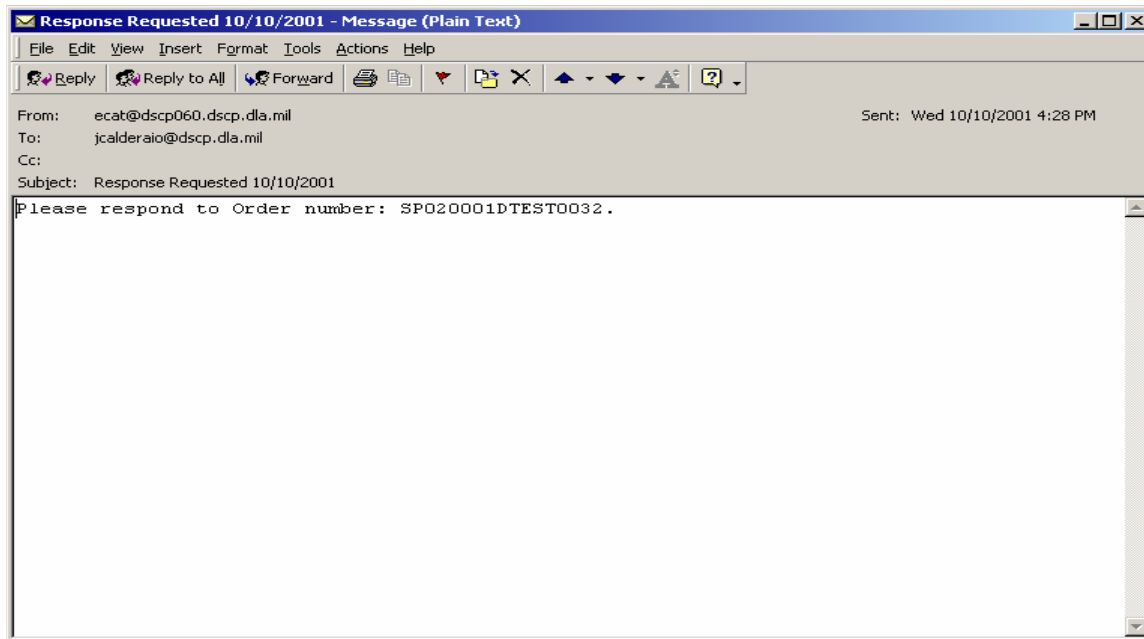


Enter your Username and Password, and click on the **Login** button. The **Administrative Options** menu is displayed.



## Email Notification

Suppliers using ECAT's Web Supplier Interface to confirm orders will receive an email notification within 10 minutes after a customer places an order. Additional notification is also generated automatically when an order is not acknowledged within 5 calendar days.



# Supplier Order Management

To view your orders click on the **Supplier Order Management** link on the **Admin Options** screen. The **Supplier Order Management** screen is displayed. Orders will be in 1 of 5 status conditions:

Status	Color	Description
Unacknowledged	Green	These are new orders that have not been confirmed
Order Rejected	Grey	These are orders that have been viewed and rejected in entirety
Invoice Pending	Yellow	These are orders that have been accepted, but the Invoice has not been submitted.
Invoice Rejected	Red	These are orders that have been accepted, but the Invoice is rejected.
Invoice Accepted	Grey	These are orders that have been accepted, and the Invoice has been submitted.

For clarity, each status has been color-coded.

**Supplier Order Management Screen**

Order Id field

Go To button

“Display All” radio button

“Hide Order Rejected and Invoice Accepted” radio button

Legend: Unacknowledged Order Rejected or Invoice Accepted Invoice Pending Invoice Rejected

Order Id	Date Received	Status	Total
SP020001DTEST0062	06-27-2002	Invoice Accepted	\$45.00
SP020001DTEST0061	06-27-2002	Unacknowledged	\$199.00
SP020001DTEST0060	06-27-2002	Unacknowledged	\$5,000.00
SP020001DTEST0058	06-19-2002	Unacknowledged	\$45.00
SP020001DTEST0057	06-19-2002	Invoice Rejected	\$10.00
SP020001DTEST0056	05-28-2002	Invoice Accepted	\$10.00
SP020001DTEST0055	05-24-2002	Invoice Rejected	\$12.00
SP020001DTEST0054	05-24-2002	Invoice Accepted	\$9,645.00
SP020001DTEST0053	05-24-2002	Invoice Accepted	\$7,827.00
SP020001DTEST0052	05-24-2002	Invoice Accepted	\$7,827.00
SP020001DTEST0051	05-24-2002	Order Rejected	\$0.00

Display All Hide Order Rejected and Invoice Accepted

Next Delete

By default, the **Display All** radio button is selected. When this radio button is selected all orders are visible. You can hide Invoice Accepted and Rejected orders from your view by clicking on the **Hide Order Rejected and Invoice Accepted** radio button. If you have more than one page of orders the **Next** button is visible. On subsequent pages the **Previous** button is visible so that you can page back.

## Searching for a Purchase Order

You can search for a particular Purchase Order by clicking in the **Order Id** field, then entering the Purchase Order number and clicking on the **Go To** button.

## Deleting a Purchase Order

To delete a Purchase Order click on the check box on the row containing the Purchase Order to be deleted, then click on the **Delete** button. Only Invoice Accepted or Rejected orders may be deleted. **Once a Purchase Order is deleted, it cannot be recalled.** It is recommended that the **Hide Order Rejected and Invoice Accepted** button be used if you will need to view the Purchase Order in the future.

## Acknowledging an Order

To acknowledge an order, click on an unacknowledged Purchase Order number. (Refer to the **Supplier Order Management** screen on page 10.) The **Purchase Order Number** field is a hyperlink to the **Order Details** screen.

The screenshot shows the 'Order Management: Order Details' screen in Microsoft Internet Explorer. The browser address bar shows the URL: [https://medweb.dscp.dla.mil:8891/pls/test/supplier\\_order\\_management.showDetails?anOrderId=39281&start\\_rec=1](https://medweb.dscp.dla.mil:8891/pls/test/supplier_order_management.showDetails?anOrderId=39281&start_rec=1). The page displays order information for Order ID SP020001DTEST0062.

Callout boxes identify the following elements:

- Purchase Order Number**: SP020001DTEST0062
- Customer ID**: VIDOVICHR
- Order Received Date**: JUNE 27, 2002
- Authorization Time**: This order has been awaiting acknowledgment for 0 day(s), 22 hour(s). Detailed invoice required for this order.
- Ship To Address**: DEFENSE SUPPLY CENTER PHILADELPHIA, DIRECTORATE OF MEDICAL MATERIEL, 700 ROBBINS AVENUE, PHILADELPHIA, PA 191115096
- Mark For Text**: Mark for: Mark DODAAC:
- Mark For Address**: Mark for: Mark DODAAC:
- Order Comments field**: Order Comment: [Text Field]
- Save Order Comments button**: Save Order Comment
- Return Order to Originator button**: Return Order to Originator
- Close button**: Close
- Save button**: Save
- Reject All button**: Reject All
- Accept All button**: Accept All

Quantity	Amount Filled	Product Number	Product Description	Price	Extended	Status
25	25	10101010	Bottle of Nothing	\$25.00		Accept Reject
11	11	151	FILE PULP CANAL DENTAL RHOMBODIAL STANDARDIZED SIZE 8	\$11.00		Accept Reject
1	1	9490484	SHELF BINS	\$1.00		Accept Reject
22	22	543687	Surface Saver Tape	\$22.00		Accept Reject
12	12	878786	DIETHYLAMINE REAGENT 500ML	\$12.00		Accept Reject
10	10	4435434	ETHYL PROPIOLATE	\$10.00		Accept Reject

Order Total: \$81.00

Order Details Screen Before Update

The Purchase Order number appears in the blue text box at the top of the **Order Details** screen. The secondary headings contain the ECAT customer's User ID, the Ship To Address, the Mark For Address, and the Mark For Text. The Mark For Address and Mark For Text must be included on the packing slip if they are present on the order.

The date the order was received and the authorization time appear next, followed by the **Order Comments** field. You can add a comment to the order that will become visible to the customer after the order is acknowledged or returned. Add a comment by clicking in the **Order Comments** field, typing a comment, then clicking on the **Save Order Comments** button.

The order lines appear at the bottom of the screen. When the order is viewed initially, the **Accept** and **Reject** radio buttons are highlighted in red. This indicates that a selection must be made before the record can be saved. To accept the entire order, click on the **Accept All** button, then click on the **Save** button. To reject the entire order, click on the **Reject All** button, then click on the **Save** button. To accept and reject individual lines, click on the **Accept** or **Reject** radio button as desired, then click on the **Save** button.

Order Management: Order Details - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Copernic Translate

Address: https://medweb.dscp.dla.mil:8891/pls/test/supplier\_order\_management.processOrderRequest

SP020002D30000016

Order Created by: CALDERAIOJ      Ship to: (FOB Origin) US Army Medical Material Ctr Europe Husterhokaseme Building 4172 DoDAAC WK4FV7 66953 Pirmasene Germany, PA 19145      Mark for: Mark DODAAC:

This order was received on MARCH 22, 2002.  
This order has been awaiting acknowledgment for 109 day(s), 23 hour(s).  
Summary invoice required for this order.

Order Comment:

Save Order Comment

Line Item	Quantity	Product Number	Product Description	Price	Extended	Status Accept Reject
1	50	FPB1306G	SODIUM CHLORIDE INJECTION, BP, 0.9%, 50 ML, VIAFLEX, 100s	87.36	\$4,368.00	<input checked="" type="radio"/> <input type="radio"/>
2	50	FKB1323G	SODIUM CHLORIDE INJECTION, BP, 0.9%, 500 ML, VIAFLEX, 20s	15.21	\$760.50	<input checked="" type="radio"/> <input type="radio"/>
3	50	FKB1322G	SODIUM CHLORIDE INJECTION, BP, 0.9%, 250 ML, VIAFLEX, 30s	25.41	\$1,270.50	<input checked="" type="radio"/> <input type="radio"/>
4	50	FKB1313G	SODIUM CHLORIDE INJECTION, BP, 0.45%, 1000 ML, BAG, 20s	24.86	\$-0.00	<input type="radio"/> <input checked="" type="radio"/>
5	50	FKB0253B	DEXTROSE (GLUCOSE) INJECTION, BP, 50%, 500 ML, BAG, 20s	60.36	\$3,018.00	<input checked="" type="radio"/> <input type="radio"/>
6	50	FPB0086G	DEXTROSE (GLUCOSE) INJECTION, BP, 5%, 50 ML, BAG, 100s	87.18	\$4,359.00	<input checked="" type="radio"/> <input type="radio"/>
7	50	FKB0164G	DEXTROSE (GLUCOSE) INJECTION, BP, 10%, 1000 ML, BAG, 10s	10.97	\$548.50	<input checked="" type="radio"/> <input type="radio"/>
8	50	FKB0064G	DEXTROSE (GLUCOSE) INJECTION, BP, 5%, 1000 ML, BAG, 10s	8.89	\$-0.00	<input type="radio"/> <input checked="" type="radio"/>
9	50	FKB1064G	0.9% SODIUM CHLORIDE & 5% DEXTROSE (GLUCOSE) INJECTION, BP, 1000 ML, BAG, 10s	10.48	\$524.00	<input checked="" type="radio"/> <input type="radio"/>
10	50	FKB1073G	SODIUM CHLORIDE & 5% DEXTROSE (GLUCOSE) INJECTION, BP, 500 ML, BAG, 20s	25.29	\$1,264.50	<input checked="" type="radio"/> <input type="radio"/>

Order Total: \$16,113.00

Accept All Reject All Save Acknowledge Order Return Order to Originator Close

Done

Local intranet

Start | Inbox - Micro... | User Guide | Web SupplierCo... | Order Manag... | Document1 - Mi... | View Pro 1.8/16 | 2:23 PM

Order Details Screen After Update

After the **Save** button is clicked the screen is refreshed, the red boxes are removed, and the **Acknowledge Order** button is visible. A rejected line is displayed with a line through it and the Extended Price is set to \$0.00. You have the opportunity to change the line status by clicking on the desired radio button (Accept or Reject), then clicking on the Save button.

If your contract allows partial fills you will also have the ability to reduce the **Amount Filled** quantity by double-clicking in the **Amount Filled** field and typing the new quantity. The new quantity must be greater than 0 and less than the **Quantity** requested. Click on the **Save** button to save your changes. Refer to the example below.

Order Management: Order Details - Microsoft Internet Explorer provided by DSCP

Address: [https://medweb.dscp.dla.mil:8891/pls/test/supplier\\_order\\_management.processOrderRequest](https://medweb.dscp.dla.mil:8891/pls/test/supplier_order_management.processOrderRequest)

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil)

Supplier Orders Admin Options

Order: SP020001DTEST0062

Order Created by: VIDOVICHR  
vidovich@dscp.dla.mil

Ship to: DEFENSE SUPPLY CENTER PHILADELPHIA  
DIRECTORATE OF MEDICAL MATERIEL  
700 ROBBINS AVENUE  
PHILADELPHIA, PA 191115096

Mark for: Mark DODAAC:

Order was received on JUNE 27, 2002.  
Order has been awaiting acknowledgment for 0 day(s), 22 hour(s).  
Invoice required for this order.

Order Comment:

Save Order Comment

Quantity	Amount Filled	Product Number	Product Description	Price	Extended	Status
						Accept Reject
25	25	10101010	Bottle of Nothing	1	\$25.00	<input type="radio"/> <input type="radio"/>
11	11	151	FILE PULP CANAL DENTAL RHOMBODIAL STANDARDIZED SIZE 8	1	\$11.00	<input type="radio"/> <input type="radio"/>
1	1	9490484	SHELF BINS	1	\$1.00	<input type="radio"/> <input type="radio"/>
22	22	543687	Surface Saver Tape	1	\$22.00	<input type="radio"/> <input type="radio"/>
12	0	878786	DIETHYLAMINE REAGENT 500ML	+	\$-00	<input type="radio"/> <input type="radio"/>
10	10	4435434	ETHYL PROPIOLATE	1	\$10.00	<input type="radio"/> <input type="radio"/>

Accepted Total: \$69.00  
Rejected Total: \$0.00  
Order Total: \$69.00

Accept All Reject All Save Acknowledge Order Return Order to Originator Close

Local intranet

Start | Inbox - ... | Data | Supplier ... | ECATUse... | Web Sup... | LView Pr... | Order ... | 4:20 PM

Order Details Screen (Partials Enabled)

To return the order to the Customer click on the **Return Order to Originator** button. It is recommended that you include a reason for returning the order by saving an Order Comment first. You will be returned to the **Supplier Order Management** screen and the order is removed from the queue.

To acknowledge the order, click on the **Acknowledge Order** button. You will be returned to the **Supplier Order Management** screen where the order will reside in Invoice Pending Status (highlighted in yellow). **Note: The order will remain unacknowledged until you click on the Acknowledge Order button. Clicking**

**Accept or Reject, then clicking on the Save button does not acknowledge the order.**

To close the screen click on the **Close** button.

## Posting Shipment Status

Click on the Purchase Order number of an order in Invoice Pending or Invoice Rejected status. (Refer to the **Supplier Order Management** screen on page 10.) The **Order Details** screen is displayed. Enter the **Estimated Shipping Date, Ship Company, and Tracking Number**, then click on the **Save** button. To submit an invoice, click on the **Invoice** button. Refer to **Submitting an Invoice** on the next page. To close the screen click on the **Close** button.

Order Management: Order Details - Microsoft Internet Explorer provided by DSCP

Address: [https://medweb.dscp.dla.mil:8891/pls/test/supplier\\_order\\_management.showDetails?anOrderId=39281&start\\_rec=1](https://medweb.dscp.dla.mil:8891/pls/test/supplier_order_management.showDetails?anOrderId=39281&start_rec=1)

Supplier Orders Admin Options

Order: SP020001DTEST0062

Order Created by: VIDOVICHR  
rvidovich@dscp.dla.mil

Ship to: DEFENSE SUPPLY CENTER PHILADELPHIA  
DIRECTORATE OF MEDICAL MATERIEL  
700 ROBBINS AVENUE  
PHILADELPHIA, PA 191115096

Mark for: Mark DODAAC:

This order was received on JUNE 27, 2002.  
This order was acknowledged on JUNE 28, 2002.  
Detailed invoice required for this order.

Order Comment:

Save Order Comment

Quantity	Amount Filled	Product Number	Product Description	Price	Extended	Status
25	1	10101010	Bottle of Nothing	1	\$1.00	Accepted
11	11	151	FILE PULP CANAL DENTAL RHOMBODIAL STANDARDIZED SIZE 8	1	\$11.00	Accepted
1	1	9490484	SHELF BINS	1	\$1.00	Accepted
22	22	543687	Surface Saver Tape	1	\$22.00	Accepted
12	0	678786	DIETHYLAMINE REAGENT-500ML	1	\$0.00	Rejected
10	10	4435434	ETHYL PROPIONATE	1	\$10.00	Accepted

Order Total: \$45.00  
Order Total: \$0.00  
Order Total: \$45.00

Estimated Shipping Date:

Ship Company: Other

Tracking Number:

Save Invoice Close

Close button

Invoice button

Save button

Estimated Shipping Date field

Ship Company field

Tracking Number field

Order Details Screen



## Submitting an Invoice

To submit an invoice click on the Purchase Order number of an order in Invoice Pending or Invoice Rejected status. The **Order Details** screen is displayed. (Refer to the previous page.) Click on the **Invoice** button at the bottom of the **Order Details** screen. The **Invoice Pending** screen is displayed.

Order Management: Invoicing - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Copernic Translate

Address [https://medweb.dscp.dla.mil:8891/pls/test/supplier\\_order\\_management.showInvoice?anOrderId=39281&startRec=1](https://medweb.dscp.dla.mil:8891/pls/test/supplier_order_management.showInvoice?anOrderId=39281&startRec=1)

dmmonline  
defense medical material

Invoice Pending

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Supplier Orders Admin Options

Invoice Header (Detail) (Order: SP020001DTEST0062)

Invoice Number	CAGE Code	Contract Number	CLIN	Order Total
	AGC12	SP020001DTEST	0062	\$45.00

Invoice Lines

Line Item	Quantity Filled	Product Number	Product Description	Unit Of Issue	Price	Extended Price
1	1	10101010	Bottle of Nothing	Each	\$1.00	\$1.00
2	11	151	FILE PULP CANAL DENTAL RHOMBODIAL STANDARDIZED SIZE 8	Package	\$1.00	\$11.00
3	1	9490484	SHELF BINS	Each	\$1.00	\$1.00
4	22	543687	Surface Saver Tape	Roll	\$1.00	\$22.00
5	10	4435434	ETHYL PROPIOLATE	Bottle	\$1.00	\$10.00

Accept Reject Close

Accept button

Reject button

Close button

Done

Local intranet

Start | Inbox - ... | Data | Supplier ... | ECATUse... | WebSup... | LView Pr... | Order ...

4:48 PM

Invoice Pending Screen

Only accepted lines appear on the **Invoice Pending** screen. To accept the invoice, enter an **Invoice Number** then click on the **Accept** button. To reject the invoice click on the **Reject** button. You are returned to the **Supply Order Management** screen where you will see the order in Invoice Rejected status. **If you reject an invoice please call Joe Calderaio, ECAT Project Integrator at (215) 737-5720 immediately so that the problem can be resolved.** To close the screen without processing, click on the **Close** button. After accepting the invoice, the screen is refreshed with the entered Invoice Number and the invoice is systematically submitted to DFAS.

Click on the **Close** button or the **Supplier Orders** tab to return to the **Supplier Order Management** screen

**Order Management: Invoicing - Microsoft Internet Explorer provided by DSCP**

Address: [https://medweb.dscp.dla.mil:8891/pls/test/supplier\\_order\\_management.showInvoice?anOrderId=39281&startRec=1](https://medweb.dscp.dla.mil:8891/pls/test/supplier_order_management.showInvoice?anOrderId=39281&startRec=1)

dmmonline  
defense medical material

Invoice Accepted

Need Help? Contact the ECAT Help Desk at 800-290-8201 or [ecathelp@dscp.dla.mil](mailto:ecathelp@dscp.dla.mil)

Supplier Orders Admin Options

**Invoice Header (Detail) (Order: SP020001DTEST0062)**

Invoice Number	CAGE Code	Contract Number	CLIN	Order Total
BCC5454	AGC12	SP020001DTEST	0062	\$45.00

**Invoice Lines**

Line Item	Quantity Filled	Product Number	Product Description	Unit Of Issue	Price	Extended Price
1	1	10101010	Bottle of Nothing	Each	\$1.00	\$1.00
2	11	151	FILE PULP CANAL DENTAL RHOMBODIAL STANDARDIZED SIZE 8	Package	\$1.00	\$11.00
3	1	9490484	SHELF BINS	Each	\$1.00	\$1.00
4	22	543687	Surface Saver Tape	Roll	\$1.00	\$22.00
5	10	4435434	ETHYL PROPIOLATE	Bottle	\$1.00	\$10.00

Close

Close button

Done

Local intranet

Start | Inbox - Micros... | Data | ECATUsersGui... | WebSupplierC... | LView Pro 1.B/16 | Order Manag... | 4:57 PM

**Invoice Accepted Screen**

## Viewing an Accepted Invoice

To view an accepted invoice click on the Purchase Order number of an order in Invoice Accepted status. (Refer to the **Supplier Order Management** screen on page 10.) The **Order Details** screen is displayed. Click on the **Invoice** button at the bottom of the **Order Details** screen. (Refer to the **Order Details** screen on page 14.) The **Invoice Accepted** screen is displayed. To close the screen click on the **Close** button.

Order Management: Invoicing - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Copernic Translate

Address [https://medweb.dscp.dla.mil:8891/pls/test/supplier\\_order\\_management.showInvoice?anOrderId=39267&startRec=1](https://medweb.dscp.dla.mil:8891/pls/test/supplier_order_management.showInvoice?anOrderId=39267&startRec=1)

dmmonline defense medical material

Invoice Accepted

Contact Us | Help | Logoff

Need Help? Contact the ECAT Help Desk at 800-290-8201 or ecathelp@dscp.dla.mil

Supplier Orders

Logoff Link

Invoice Header (Detail) (Order: SP020001DTEST0056)

Invoice Number	CAGE Code	Contract Number	Call	Order Total
2020	1KFR2	SP020001DTEST	0056	\$10.00

Invoice Lines

CLIN	Quantity Filled	Product Number	Product Description	Unit Of Issue	Price	Extended Price
1	3	TEST1	TEST	Each	\$1.00	\$3.00
3	7	TEST3	TEST3	Each	\$1.00	\$7.00

Close

Close button

Done

Local intranet

Start | Inbox - Microsoft ... | User Guide | WebSupplierConfi... | Order Managemc... | LView Pro 1.B/16 | 4:37 PM

Invoice Accepted Screen

## Logging Off

To log off the system click on the **Logoff** link at the top right of any screen.

## Appendix A – WInS Registration

Access the DFAS WInS homepage by entering <https://ecweb.dfas.mil> in your browser's Address Line and press the Enter key. Click on the **New Account** button after the homepage is displayed.



http://ecoweb.dfas.mil/account/profile/account1.cfm Microsoft Internet Explorer provided by GfHome Network Version 1.7

## REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE

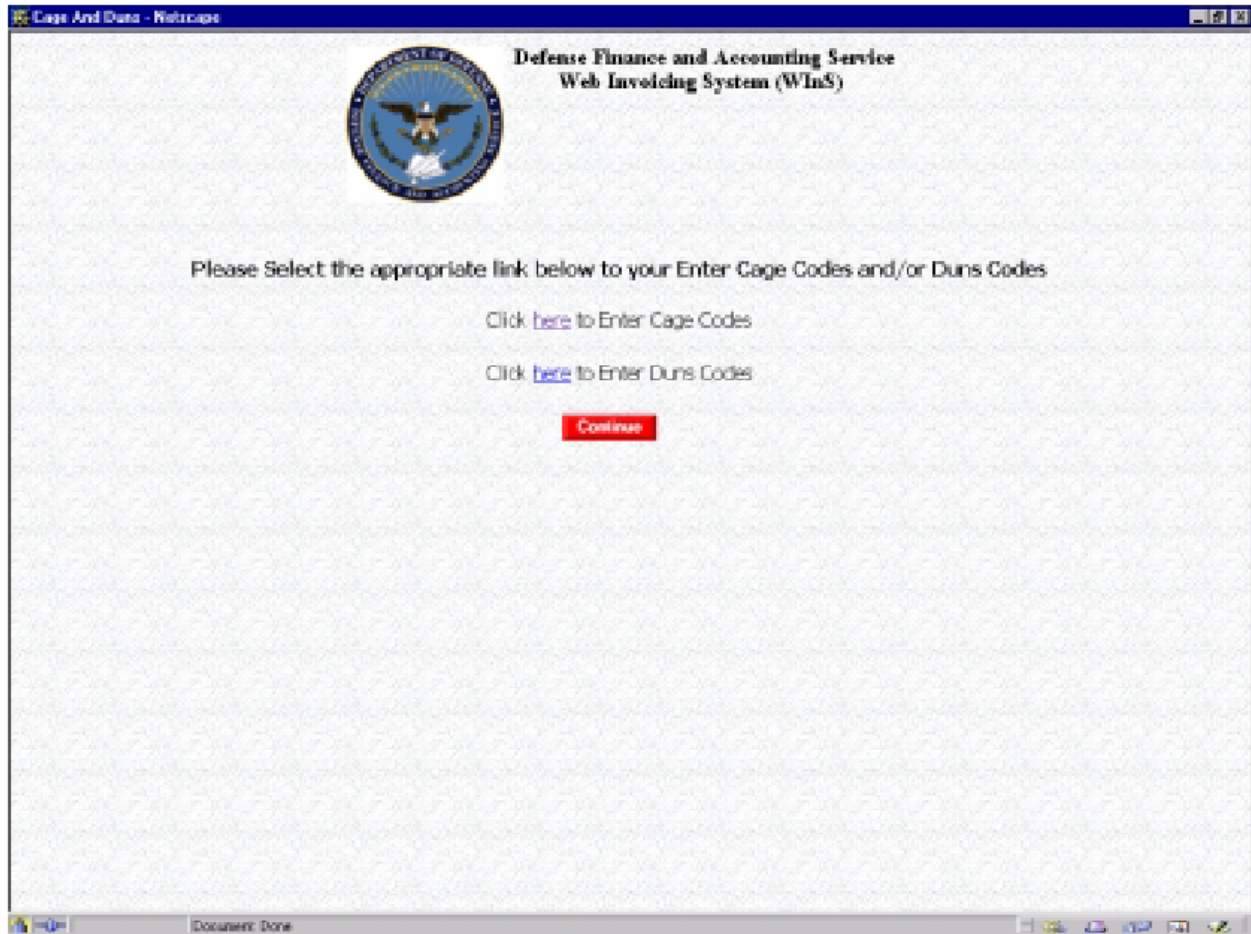
☐ MQCAS ☐ **SAMMS** ☐ STARS ☐ CAPS

Click on Payment System for Payment Offices for the system

### NEW ACCOUNT REQUEST FORM

\*Company Name   
\*First Name   
\*Last Name   
\*Cage Code   
\*\*Duns/Duns+4 Code   
\*Address 1   
Address 2   
\*City   
\*Country/State   
\*Zip Code   
\*Phone Number   
Fax Number   
\*Email   
Interested in batch submission?   
TACCOM WEB\_EC direct vendor delivery user?   
\*Field is required  
\*\*Field is required for STARS AND CAPS, AND UPS, but is optional for others.  
You may enter more Cage codes after you click continue  
You may enter more Duns codes after you click continue

The Registration screen is displayed. Click on the checkbox next to SAMMS at the top of the screen. Fill out the request form making sure to select “**Yes**” to the question “Interested in batch submission?” Select “**No**” to the question “TACCOM WEB\_EC direct vendor delivery user?” Click on the **Continue** button.



The **Vendor CAGE Code / DUNS Code** screen is displayed. Click on the **Continue** button to submit your new account request to DFAS WInS. You will be notified by email when your WInS account becomes activated. The email message will instruct you to contact the DFAS Electronic Commerce testing staff to arrange for testing. Since, you will be invoicing directly through ECAT you do not need to be tested with DFAS. Therefore, after you receive your WInS account contact Joe Calderaio, ECAT Project Integrator at (215) 737-5720 to have invoicing capability enabled for your ECAT account.



## Appendix B – WInS Profile Modification

Before you can submit invoices through ECAT your profile has to be set to accept batch processing. To check your profile access the DFAS WinS homepage by entering <https://ecweb.dfas.mil> in your browser's Address Line and press the Enter key. Click on the **Login** button after the homepage is displayed.

**Defense Finance and Accounting Service  
Web Invoicing System (WInS)**

■ Payment System accessible  
■ Payment System is NOT accessible.  
 To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems, which may be invoiced via WInS.

To activate the WInS data entry screens for payment systems for which your company has been granted access (coded green), click a payment system button in the left margin of this screen.

**MOCAS Payment System**

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
Van Nuys	DFAS-CO-JWV	SC1004
So. Entitlement	DFAS-CO-JS	HQ0338
West Entitlement	DFAS-CO-JW	HQ0339
North Entitlement	DFAS-CO-JN	HQ0337

**SAMMS BSM Payment System**

Click on the “Vendor Profile” link on the menu bar located on the left-hand side of the screen to view your profile.

**Company Information**

Company Name:

Company Division:

Address 1:

Address 2:

City:

State/Territory:

Country:

Zip:

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**Point of Contact Information**

First Name:

Last Name:

Phone:  Extension:

Fax:

Email:

---

Interested in batch submission? ☒ Yes ☐ No

TACOM WEB\_EC direct vendor delivery user? ☐ No ☐ Yes

USERNAME: **LAS174**

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

System	Payment Offices	Account Status
MOCAS	<a href="#">Offices</a>	<a href="#">Request Access</a>
SAMMS/BSM	<a href="#">Offices</a>	You have access
STARS*	<a href="#">Offices</a>	<a href="#">Request Access</a>
IAPS*	<a href="#">Offices</a>	<a href="#">Request Access</a>
CAPS*	<a href="#">Offices</a>	<a href="#">Request Access</a>
DISMS/BSM*	<a href="#">Offices</a>	<a href="#">Request Access</a>
USACE*	<a href="#">Offices</a>	<a href="#">Request Access</a>

Make sure that the option “Interested in batch submission?” is set to “Yes”. If it isn’t select “Yes”, then scroll to the bottom of the page and click on the **Update** button. Click on the **Exit System** button on the main page to exit WInS. You will be notified by email instructing you to contact the DFAS Electronic Commerce testing staff to arrange for testing. Since, you will be invoicing directly through ECAT you do not need to be tested with DFAS. Therefore, after you receive notification for batch processing contact the ECAT Technical group at [dscpecattech@dscp.dla.mil](mailto:dscpecattech@dscp.dla.mil) to have invoicing capability enabled for your ECAT account.